

**Attendees:**

Area	Name	Status	Area	Name	Status
Academic Affairs	John Pelissero	Absent	Operations/HR	Tom Kelly	Absent
Academic Affairs	David Prasse	In Attendance	ITS/Facilitator	Susan Malisch	In Attendance
Advancement	Jon Heintzelman	In Attendance	ITS	Jim Sibenaller	In Attendance
Facilities	Kana Wibbenmeyer	Absent	Student Develop.	Rob Kelly	Absent – sent delegates
Finance	Bill Laird	Absent	UMC	Kelly Shannon	In Attendance
Finance	Andrea Sabitsana	In Attendance	<b>Student Development:</b>	Jane Neufeld	<b>Guest:</b>
				Cliff Golz	Kevin Smith

**Welcome, Meeting Purpose & Agenda**

The meeting commenced at 1:30 p.m. with a review of the agenda. The minutes from the June 20th meeting were reviewed and approved as written. Kevin Smith is on the agenda to provide updates of the “near complete” projects.

**Internal Door Proxy/PinPads**

Susan began the meeting by asking Kevin if there were any updates to the internal door proxy issue. Kevin reported that he and Dean Prasse had had a discussion. Kevin did contact Frank Dale and requested an inventory of which doors had what type of security and what was being protected. The assumption is that the Security team installs the key pads. Once the door inventory is collected a process can be discussed on how to control the access in each environment.

**Kevin – “Near complete” projects update**

- Transfer credit – Creating an XML output that will help with student evaluations. Done and in test.
- Course catalog search – Old core/new core comparisons. Done and in test but there may be some changes.
- XML transcript/Etranscript – XML is done but needs additional testing by Registration & Records.
- Regulatory changes for FinAid – Done and includes a few loan disbursement enhancements.
- Redirect for Emergency Contact information in LOCUS – Near completion, currently ITS is testing. The redirect will also benefit Residence Life; it frees up the manual process of capturing the information while students are moving in. Residence Life will send a communication prior to August 26<sup>th</sup> advising ER contact information will need to be completed before a room key is issued.
- Sakai extraction is almost completed. Jack Corliss working on some minor issues.
- Changes for Engaged Learning will be done before August 26<sup>th</sup>.
- Mobile LOCUS – Near completion. Currently still in discussions to determine what features are to be turned on by the start of school.
- Graduate Nursing-Advisor Program Planning – In early stages. The student and advisor will have more capabilities in planning their academic program. This new system is more enhanced than the academic advising report and will provide more detail. This approach could be applied to other schools that have a prescriptive process.
- Illinois Articulation Project – Done and was a subset of the IAI project. The overall project from IAI is in final testing and should be implemented within the next two weeks. Kevin also mentions, in order to be an IAI participant we need a letter of intent from the Provost’s office identifying LUC is an IAI school. The other IAI schools provide this list to students who want to transfer to another school. Dean Prasse says this will not be communicated until the policies of the Transfer Credit Rules are finalized.
- Lawson and Kronos have been broken out as two major initiatives. The Kronos project will be implemented in October and Lawson will go live in May 2014.

**Date Changes**

- Advance Web is now being pushed back to October. Technical issues arose and the architecture had to be changed as well as the limited availability of a decision-maker within Advancement. There are a large number of reports that need to be converted to WebFocus. This conversion is in progress with Stacey Hughes’ team. The next step is to have the reports prioritized and remove those that are not necessary.
- RMS Mercury Upgrade – Due to staff changes this has been pushed to February. On February 14<sup>th</sup> test versions will be installed. The production environment will begin in June after the students are out for the summer.
- Facilities Space Management system – still in discussion, it has not been finalized and added to the POR list. Kana is re-engaging the Space Management Committee.

### **Sakai and BOT**

A member from the Board of Trustees has inquired if there is a possibility for external users, not in a formal partnership with LUC to utilize Sakai. From an academic program standpoint, policies will be need to be created. Sakai has an equivalent to the Blackboard Communities called Projects. Sakai does allow for external users, but password and id management is the biggest hurdle.

### **Project Prioritization Process**

Susan and Dean Prasse have been in discussion regarding the prioritization process. There are projects that will always be at the top of the list (LOCUS, ECM etc.). The process needs some refinement. Susan and the directors will propose some adjustments on how projects are prioritized (skill sets, resource planning etc.). Susan also asked the ITESC for input and feedback. Dean Prasse mentioned he has a few projects from Academic Affairs that are waiting for approval to be sent to the PRB. His question is "what should be influencing his decision on what gets pushed forward?"

### **Outlook Email Migration**

- More tickets are being closed, under 500 as of today.
- The major issues is archives and those wanting their archives that are older than the 2 years that were given. Some of these archives are large and are in need of a dedicated person.
- Expecting an increase in call volume once faculty return to campus. Provost mailed a letter via U.S. Mail advising of the migration to Outlook.
- Middle Initial was removed.
- Name look up changed from firstname/lastname to lastname/firstname.
- Allison Stillwell is reaching out to individuals with older tickets to be sure the faculty/staff is still in need of help.
- Next step is unified messaging.

Kelly Shannon and Dean Prasse both commented on how the ITS group has done a remarkable job on getting the Outlook migration completed.

### **Meeting Wrap-Up**

Susan advised the next meeting would be after the start of school, some suggested agenda items could be a report from the Faculty Center for Ignation Pedagogy (Carol Scheidenhelm's group), the ISAC Group and or major project statuses that the committee may want to hear more about.

The meeting adjourned at 2:40 pm. The next meeting is scheduled for September 12, 2013.

### **ACTION ITEM**

#### **Redefine the Prioritization Process**

Respectively submitted by,  
Sondra Heine